SHARP

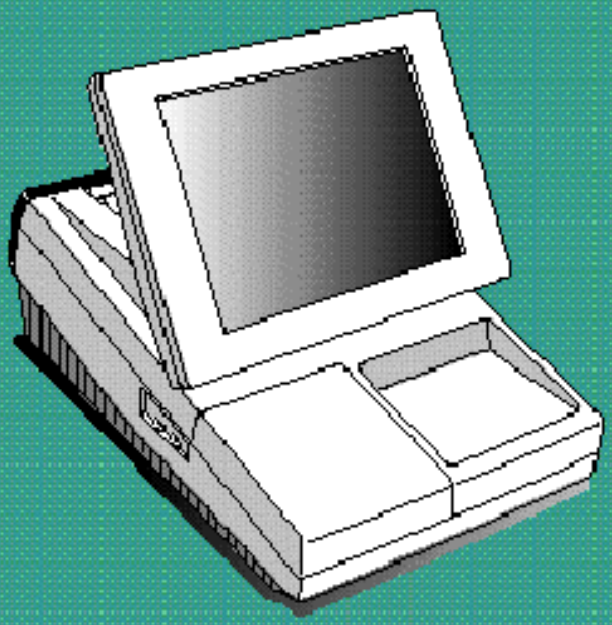
POS TERMINAL

MODEL

UP-3300

SUPPLMENT MANUAL

Employee time function
ROM version RAD1F/RAE1F



PREFACE

The **UP-3300 Flash ROM program version RAD1F/RAE1F** contains enhancements for the Employee Over Time reports. The enhancements allow the UP-3300 to be setup for tracking standard hours for a period of time (ex: 2 weeks) while also allowing the overtime to tracked in a separate period (ex: 1 week).

The contents of this manual were developed to assist you with the setup and reporting procedures for using the enhanced Employee Time function of the UP-3300.

Therefore, if your UP-3300 terminal has a previous version Flash ROM object, the enclosed descriptions do not apply.

CONTENTS

INTRODUCTION ..... pg. 2
IMPORTANT ..... pg. 2

1. Programming Overview ..... pg. 3
   - *programming sequence*
   - *some hints*

2. SRV Mode Settings ..... pg. 4
   - *Free key*
   - *File allocation*

3. PGM2-Mode Settings ..... pg. 8
   - *Employee settings*
   - *Job locations*

4. Employee Time Reports ..... pg. 11
   - *Report table*
   - *Key sequence*
   - *Report schedule table*
   - *Example of report procedure*

5. Week-1 Report Sequence ..... pg. 13

6. Week-2 Report Sequence ..... pg. 17

7. Sample Reports ..... pg. 19

INTRODUCTION

This manual is designed to supplement existing SHARP documentation and assist the Authorized Sharp Dealer with the program settings necessary to implement the enclosed enhancements. Please read this manually carefully in order to decrease setup time and confusion.

IMPORTANT

The basic UP-3300 software application system consists primarily of two modes for which the dealer may select and/or change parameter settings. The two modes hereafter will be referred to as "SRV-mode" (service) and "PGM-mode" (programming).

1. **When Entering SRV Mode:**
   Please insure that the AC power switch is placed to the "OFF" position prior to placing the SRV-Reset switch to the "Reset" position.

***** Note:**

Please refer to the applicable Service Manual for SRV Mode programming of the UP-3300. (SHARP Part No. SM-UP3300.)

2. **Description of Installation:**
   The steps outlined in this manual have been developed from the UP-3300 starting from the Default Settings which are activated upon successful completion of a Master Reset "MRS".

UP-3300 PROGRAMMING OVERVIEW

1. Programming Sequence:

The approach recommended for program settings that are to be set for the UP-3300 follow the traditional scheme used in previous SHARP models.

As with previous models, it is highly recommended that the you set all necessary settings 1st) in SRV mode then 2nd) in PGM mode.

MODE	JOB No.	DESCRIPTION	COMMENTS
SRV mode	912-B	Time System	24-Hour System/12-Hour System
	950	Free Key Layout	Function #165, #166 and #167
	970	Memory File Allocation (by File Group No.)	No. 26 : Employee
			No. 28 : Employee Working Time
PGM2 Mode	2314	Function Text Description	8 char. max.
	2550	Employee presets	(1~255)
	2555	Job Locations	(1~99)
	2630	Secret Codes	By each mode/job

***** Important:**

When the UP-3300 is placed in a 24-hour operation, it is necessary to select the 24-Hour Time system in SRV job 912-B.

***** Note:**

The examples used in this manual will emphasize the use of the employee TIME-IN, TIME-OUT and BREAK function keys which are placed directly on the keyboard.

2. Some UP-3300 PGM Mode Hints:

The UP-3300 provides some function keys designed specifically for PGM Mode entries which will assist you in making certain preset field entries during your setup.

LIST : will display all available selections in PGM mode for the preset field that has been highlighted by the cursor.

. : will "toggle" through all available selections in PGM mode for the preset field that has been highlighted by the cursor.

UP-3300 SRV-MODE SETTINGS

1. UP-3300 Free Key Assignment:

1) From the SRV-Mode Main Menu select menu option "2. SETTING" by simply touching the menu option as shown in Fig. 2-1.

FIG. 2-1

2) From the SRV-Mode Sub-Menu #1, select "6. FREE KEY LAYOUT" simply by touching the menu option as shown in Fig. 2-2.

   The UP-3300 will proceed to the different keyboard menu options as shown in Fig. 2-3.

FIG. 2-2

FIG. 2-3

3) From the desired keyboard menu, proceed by touching "1. SETTING" to begin placement of the related employee time function keys as shown in Fig. 2-4.

FIG. 2-4

4) From the function list, place the following SRV 950 function keys on the desired keyboard as shown in Fig. 2-5 and 2-6:

Func. #	Description
165	TIME-IN
166	TIME-OUT
167	BREAK

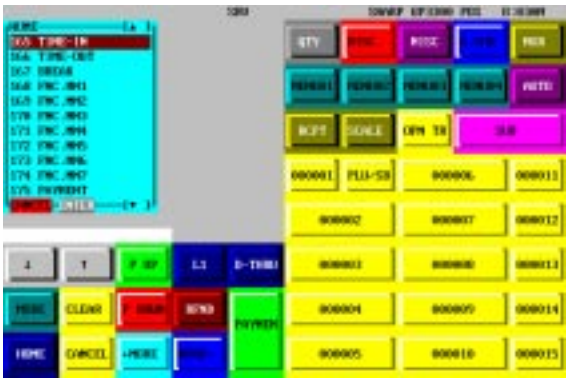


FIG. 2-5

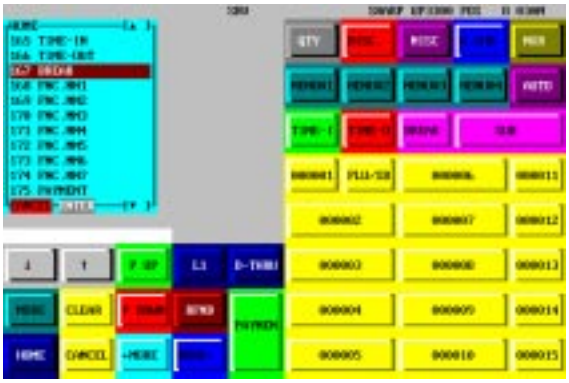


FIG. 2-6

***** Note:**

Once you have placed the related function keys on the keyboard, you may exit the SRV job by depressing the ENTER button at the lower border of the RECEIPT WINDOW followed by depressions of the CANCEL key until you have returned to the HOME keyboard.

2. UP-3300 Memory File Allocation:

1) From the SRV-Mode Main Menu select menu option "2. SETTING" by simply touching the menu option as shown in Fig. 2-7.

FIG. 2-7

2) From the SRV-Mode Sub-Menu #1, select "8. FILE" by simply touching the menu option as shown in Fig. 2-8.

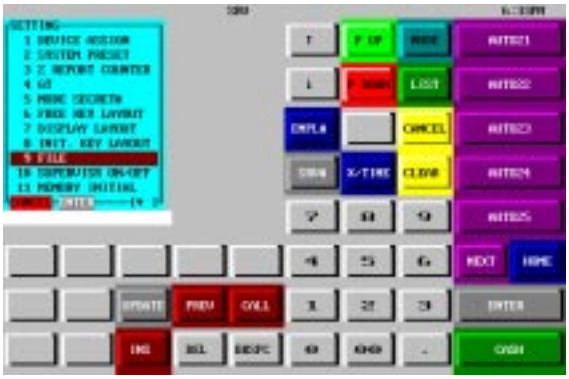


FIG. 2-8

3) Using the UP and DOWN arrow keys, scroll to File Group No. 26 and select it by depressing the ENTER key as shown in Fig. 2-9.

FIG. 2-9

4) Using the Ten-key pad, enter the desired number of employees followed by depressing the ENTER key as shown in Fig. 2-10.

FIG. 2-10

***** Note:**

Once the UP-3300 has completed "processing" the allocation, it will return to the File Group listing automatically.

5) Next, from the File Group listing, select "28. EMPLOYEE TIME" by simply touching the menu option as shown in Fig. 2-11.

FIG. 2-11

6) The employee's working memory should be allocated as follows:

FIG. 2-12

Index:
No. of employees

Records:
Is the max. number of Time-In/Out, Break-In/Out records for all employees to be stored within the period (+1)

General Equation:

x * (y * z) + 1

where x = number of employees
y = number of records per employee per day
z = number of days in period

example:

Employees (20) x ((5 per day x 7 days or 35)) + (1) = 701 records

***** Note:**

Once the UP-3300 has completed "processing" the allocation, it will return to the File Group listing automatically.

To exit the SRV mode, depress the CANCEL key until the UP-3300 returns to the HOME keyboard.

UP-3300 PGM2-MODE SETTINGS

1. UP-3300 Employee Settings:

1) From the HOME keyboard, depress the MODE key to place the UP-3300 at the Mode Main Menu and select "9. PGM2 MODE" as shown in Fig. 3-1.

FIG. 3-1

2) From the PGM2-Mode Sub-Menu #1, select "2. SETTING" simply by touching the menu option as shown in Fig. 3-2.

FIG. 3-2

3) From the PGM2-SETTING Sub-menu, select "7. PERSONNEL" simply by touching the menu option as shown in Fig. 3-3.

FIG. 3-3

4) From the PGM2-PERSONNEL Sub-Menu, select "3. EMPLOYEE" simply by touching the menu option as shown in Fig. 3-4.

FIG. 3-4

5) From the PGM2-EMPLOYEE settings, the following preset options are available:

a) Secret Code : employee's own
b) Name : 16 char. max.
c) Server Code : 4 digits max.
d) Std. Hours : 40 hrs ****
e) Job Locations : 7 locations max.
f) HALO : Employee sales limit

FIG. 3-5

***** Note:**

Once you have completed the last field entry for the specified employee, the UP-3300 will return to the employee listing automatically.

FIG. 3-6

Once you have completed presetting all employee data, you can exit the PGM2 sub menus by depressing the CANCEL until the UP-3300 returns to the HOME keyboard.

2. Job Location Settings:

1) From the PGM2-PERSONNEL Sub-menu, select "4. JOB LOCATE TBL" as shown in Fig. 3-7.

FIG. 3-7

2) From the PGM2-JOB LOCATE TBL settings, the following preset options are available:

   a) Text : 8 char. max.
   b) Salary Amount : pay rate per hour
   c) Over-Time Rate : Percent rate to calculate overtime (ex: 1.50 is time-and-a-half)

FIG. 3-8

***** Note:**

Once you have completed the last field entry for the specified job location, the UP-3300 will return to the location listing automatically.

Once you have completed presetting all job location data, you can exit the PGM2 sub menus by depressing the CANCEL until the UP-3300 returns to the HOME keyboard.

UP-3300 EMPLOYEE TIME REPORTS

Overview:

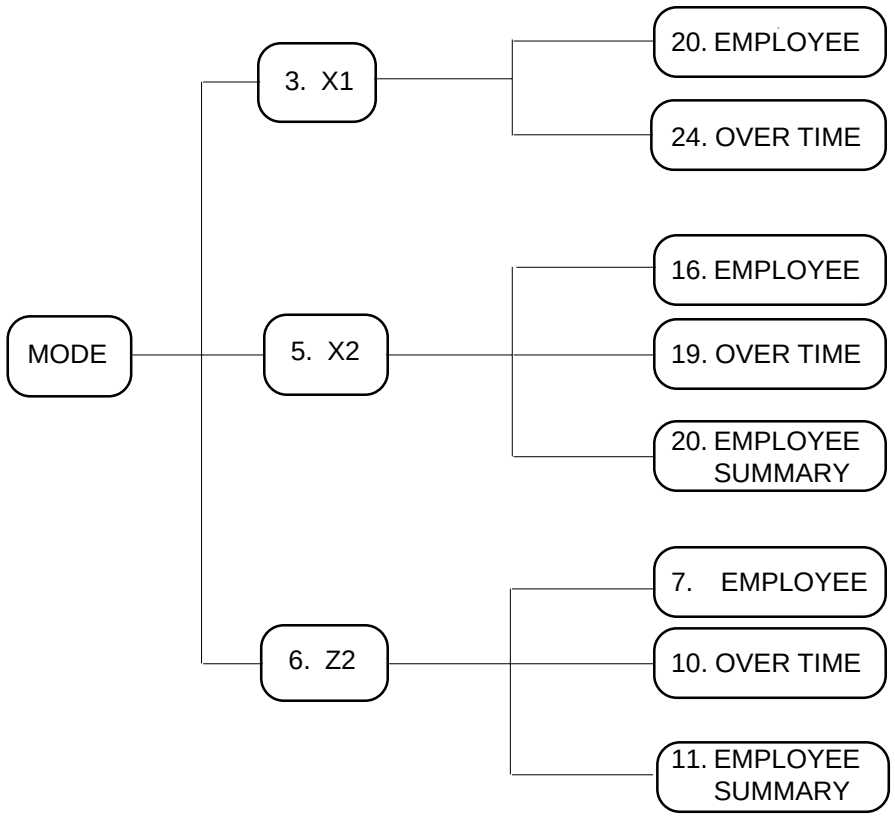
The following reporting information is based on a 40 hour standard workweek and:

a. Employee detail information being reset every week (Z2/255).
b. Employee summary information being reset every two weeks (Z2/265)

1. Report Table

REPORT	MODE				JOB NO.	USAGE
	X1	Z1	X2	Z2	Daily	
Employee (Detailed)	x	--	--	--	155	Shows today's detailed employee activity.
Over Time	x	--	--	--	162	Shows today's overtime once the standard hours has been exceeded.
Employee (Detailed)	--	--	x	x	255	Shows the accumulated details of the employee's activities.
Over Time (Summary)	--	--	x	x	262	Shows the accumulated over time by each day once the standard hours has been exceeded.
Employee (Summary)	--	--	x	x	265	Show the accumulated straight and overtime summary for the period.

2. Key Sequence for Running Reports



3. Schedule Table for Running Reports

Report / Job No.	Daily	Weekly	BiWeekly	As Needed	Action
X1 Employee / 155	x	---	---	x	Prints Daily Detail
X1 Overtime / 162	x	---	---	x	Prints Daily Overtime
X2 Employee / 255 *	---	x	---	x	Prints Accumulated Detail
X2 Overtime / 262 *	---	x	---	x	Prints Accumulated Overtime
X2 Employee Summary / 265 *	---	---	---	x	Prints Summary of Accumulated Straight & Overtime
Z2 Employee / 262	---	x	---	---	Prints & Clears Accumulated Detail & Updates Employee Summary
Z2 Overtime / 262	---	x	--	---	Prints & Clears Accumulated Overtime
Z2 Employee Summary / 265	---	---	x	---	Prints & Clears Employee Summary

***** These reports will continue to accumulate data until they are cleared by running the equivalent Z2 reports.

4. Example of Reporting Procedure:

Week 1 - X2/255 - reads the employee(s) details for the period
X2/262 - reads the employee(s) overtime for the period
{ Perform edits if necessary }
Z2/255 - resets the employee(s) details & overtime for the period
updates Employee Summary
X2/265 - reads the Employee Summary data thus far

Week 2 - X2/255 - period detail
X2/262 - period overtime
{ Perform edits if necessary }
Z2/255 - clears period detail & overtime; updates Employee Summary
Z2/265 - clears Employee Summary

***** Important:**

Accidental execution of the Over Time (262) Z2 Report prior to the Employee (255) X2/Z2 will reset the detailed employee data for that period without printing the contents.

***** Note:**

The above example allows the UP-3300 to a) capture detailed activity per employee on a weekly basis and b) reset employee detail information on a weekly basis thereby preventing the accumulation of overtime into the new week.

WEEK - 1 REPORT SEQUENCE

1) From the Mode Main menu select the "5. X2 MODE" simply by touching this option as shown in Fig. 4-1.

FIG. 4-1

2) From the X2-Mode Sub-Menu #1, select "16. EMPLOYEE" by simply depressing the report menu item as shown in Fig. 4-2.

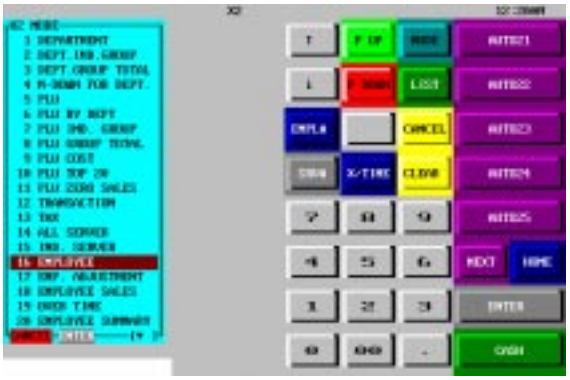


FIG. 4-2

3) Enter the desired employee code or range of employee code(s) by using the ten key pad followed by depression of the [ENTER] function key as shown in Fig. 4-3..

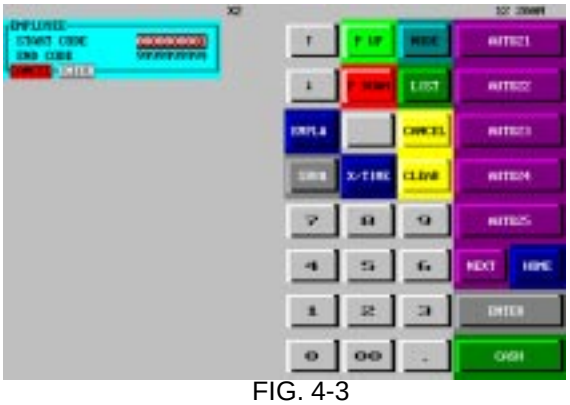


FIG. 4-3

4) Select "1. DISPLAY" to display the contents at the UP-3300 receipt window or "2. REPORT PRINTER to print the contents at the designated report printer as shown in Fig. 4-4.

FIG. 4-4

***** Note:**

Once the UP-3300 has successfully displayed/printed the report, it will return to the X2 mode automatically.

5) From the X2-Mode Sub-Menu #1, select "19. OVER TIME" by simply depressing the report menu item as shown in Fig. 4-5.

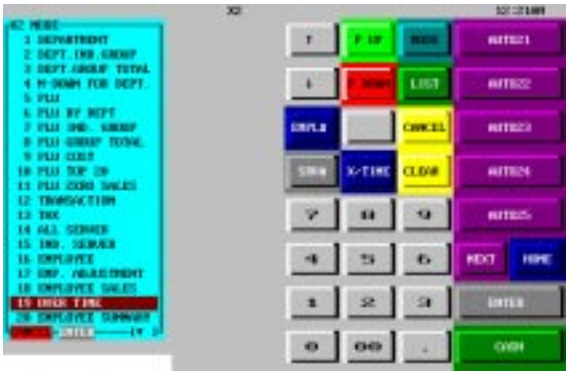


FIG. 4-5

6) Enter the desired employee code or range of employee code(s) by using the ten key pad followed by depression of the ENTER function key as shown in Fig. 4-6.

FIG. 4-6

7) Select "1. DISPLAY" to display the contents at the UP-3300 receipt window or "2. REPORT PRINTER to print the contents at the designated report printer as shown in Fig. 4-7.

FIG. 4-7

***** Note:**

Once the UP-3300 has successfully displayed/printed the report, it will return to the X2 mode automatically.

8) From the Mode Main Menu select the "6. Z2 MODE" simply by touching this option as shown in Fig. 4-8.

FIG. 4-8

9) From the Z2-Mode Sub-Menu #1, select "7. EMPLOYEE" by simply depressing the report menu item as shown in Fig. 4-9.

FIG. 4-9

10) Enter the desired employee code or range of employee code(s) by using the ten key pad followed by depression of the [ENTER] function key as shown in Fig. 4-10.

FIG. 4-10

11) Select "1. DISPLAY" to display the contents at the UP-3300 receipt window or "2. REPORT PRINTER to print the contents at the designated report printer as shown in Fig. 4-11.

FIG. 4-11

12) Once you have selected the display/printer option, the UP-3300 will prompt:

"ARE YOU SURE ?"

as shown in Fig. 4-12.

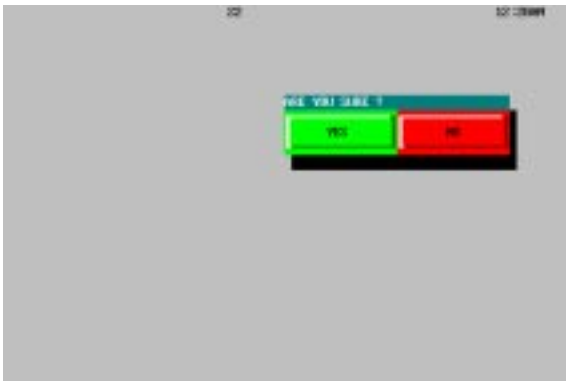


FIG. 4-12

***** Important:**

Please insure that the connected report printer is functioning properly prior to this selection.

***** Note:**

Once the UP-3300 has successfully displayed/printed the report, it will return to the Z2 mode automatically.

WEEK - 2 REPORT SEQUENCE

***** Important:**

Repeat the steps (1~ 13) from the WEEK - 1 procedures to produce the following reports:

a) X2 : 255 Employee (reading)
b) X2 : 262 Over Time (reading)
c) Z2 : 255 Employee (resetting)

1) From the Mode Main Menu select the "6. Z2 MODE" simply by touching this option as shown in Fig. 5-1.

FIG. 5-1

2) From the Z2 MODE Sub-Menu #1, select "11. EMPLOYEE SUMMARY " by simply depressing the report menu item as shown in Fig. 5-2.

FIG. 5-2

3) Enter the desired employee code or range of employee code(s) by using the ten key pad followed by depression of the [ENTER] function key as shown in Fig. 5-3.

FIG. 5-3

4) Select "1. DISPLAY" to display the contents at the UP-3300 receipt window or "2. REPORT PRINTER" to print the contents at the designated report printer as shown in Fig. 5-4.

FIG. 5-4

5) Once you have selected the display/printer option, the UP-3300 will prompt:

"ARE YOU SURE ?"

as shown in Fig. 5-5.

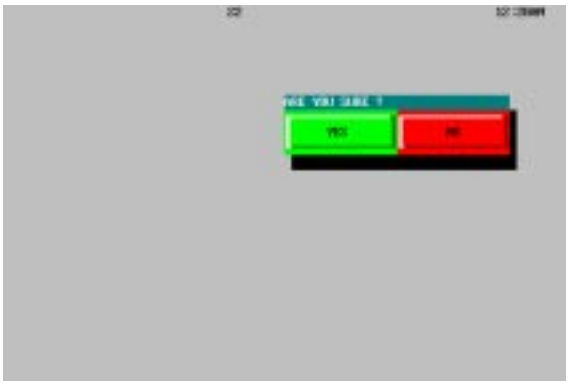


FIG. 5-5

***** Important:**

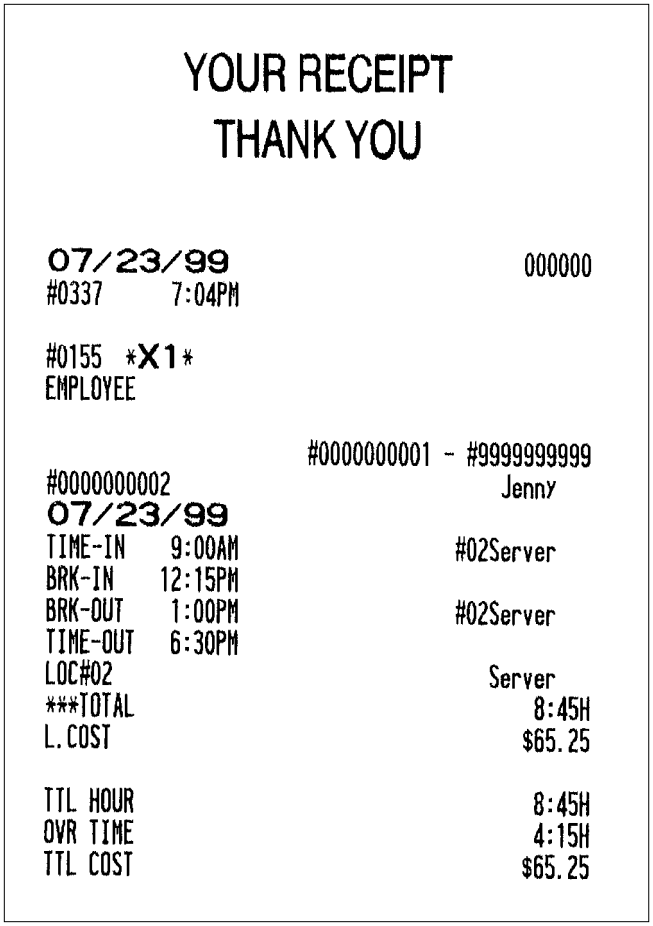
Please insure that the connected report printer is functioning properly prior to this selection.

***** Note:**

Once the UP-3300 has successfully displayed/printed the report, it will return to the Z2 mode automatically.

SAMPLE REPORTS

155 Employee Details for this day



YOUR RECEIPT
THANK YOU

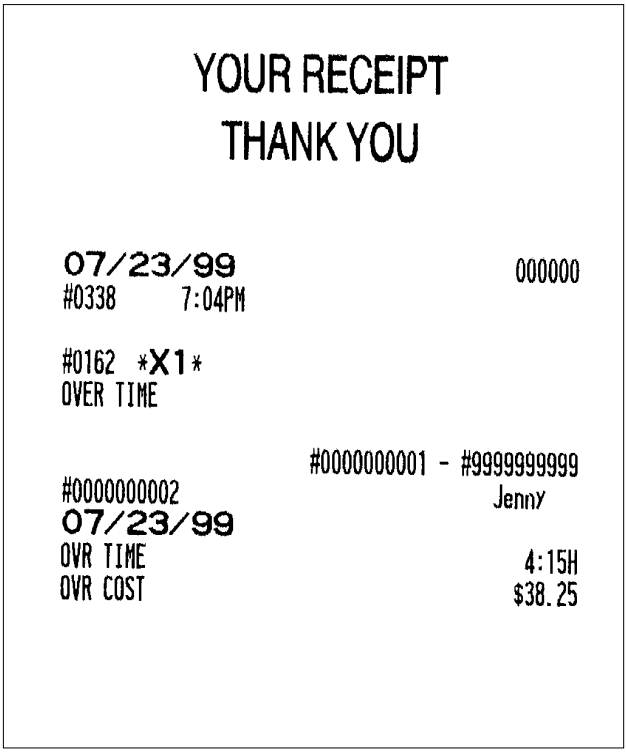
07/23/99 000000
#0337 7:04PM

#0155 *X1*
EMPLOYEE

#0000000001 - #9999999999
#0000000002 Jenny
07/23/99
TIME-IN 9:00AM #02Server
BRK-IN 12:15PM
BRK-OUT 1:00PM #02Server
TIME-OUT 6:30PM
LOC#02 Server
***TOTAL 8:45H
L.COST $65.25

TTL HOUR 8:45H
OVR TIME 4:15H
TTL COST $65.25

162 Employee Overtime for this day



YOUR RECEIPT
THANK YOU

07/23/99 000000
#0338 7:04PM

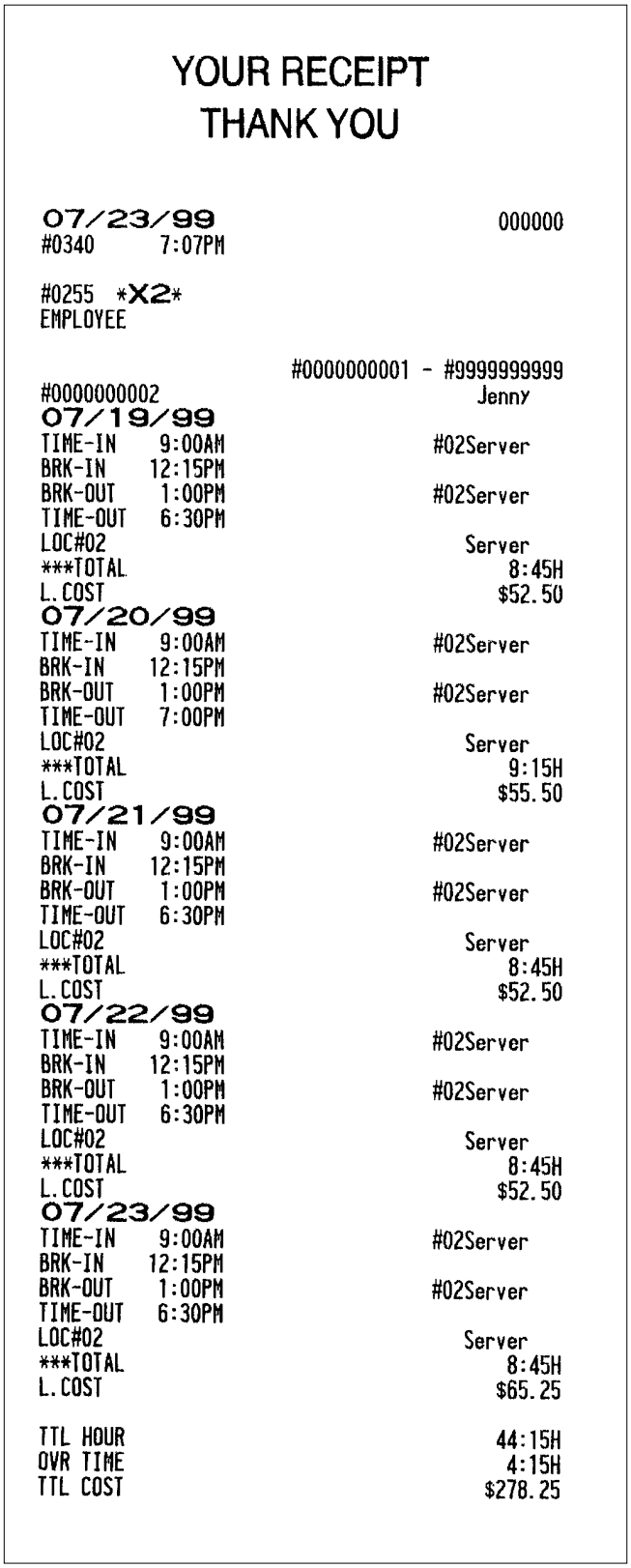
#0162 *X1*
OVER TIME

#0000000001 - #9999999999
#0000000002 Jenny
07/23/99
OVR TIME 4:15H
OVR COST $38.25

***** Note:**

The daily reports are available only during the current day and are automatically cleared after 12:00 a.m. (12-hour system) or 24:00 (24 hour system).

255 Employee Details for the Period



YOUR RECEIPT
THANK YOU

07/23/99 000000
#0340 7:07PM

#0255 *X2*
EMPLOYEE

#0000000001 - #9999999999
#0000000002 Jenny
07/19/99
TIME-IN 9:00AM #02Server
BRK-IN 12:15PM
BRK-OUT 1:00PM #02Server
TIME-OUT 6:30PM
LOC#02 Server
***TOTAL 8:45H
L.COST $52.50
07/20/99
TIME-IN 9:00AM #02Server
BRK-IN 12:15PM
BRK-OUT 1:00PM #02Server
TIME-OUT 7:00PM
LOC#02 Server
***TOTAL 9:15H
L.COST $55.50
07/21/99
TIME-IN 9:00AM #02Server
BRK-IN 12:15PM
BRK-OUT 1:00PM #02Server
TIME-OUT 6:30PM
LOC#02 Server
***TOTAL 8:45H
L.COST $52.50
07/22/99
TIME-IN 9:00AM #02Server
BRK-IN 12:15PM
BRK-OUT 1:00PM #02Server
TIME-OUT 6:30PM
LOC#02 Server
***TOTAL 8:45H
L.COST $52.50
07/23/99
TIME-IN 9:00AM #02Server
BRK-IN 12:15PM
BRK-OUT 1:00PM #02Server
TIME-OUT 6:30PM
LOC#02 Server
***TOTAL 8:45H
L.COST $65.25

TTL HOUR 44:15H
OVR TIME 4:15H
TTL COST $278.25

262 Overtime Summary for the Period

YOUR RECEIPT
THANK YOU

07/24/99 000000
#0695 1:00PM

#0262 *X2*
OVER TIME

#0000000001 - #9999999999
#0000000002 Jenny
07/23/99
OVR TIME 4:15H
OVR COST $38.25
#0000000002 Jenny
07/24/99
OVR TIME 4:00H
OVR COST $36.00

Note:

Z2 reports are identical in format to their X2 counter parts, the difference being that Z2 reports performs a reset and update function when they are executed.

265 Employee Summary for the Period

End of Week One

Note:
This report is updated when the Z2 Employee report (262) is executed.

End of Week Two

Note:
The Z2 equivalent of this report will permanently clear all accumulated data from memory.